

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

March 12, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking a high visibility store-front space in Greenville County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by Real Property Services on or before **4:00 p.m., April 5, 2018**.

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
The South Carolina Military Department – Office of Adjutant General
Recruiting and Retention**

STORE-FRONT SPACE IN GREENVILLE COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – The South Carolina Military Department – Office of Adjutant General – Recruiting and Retention

- Location: Preferred location should be in a high visibility and highly traveled area in Greenville, South Carolina
 - Co-located with other businesses, large public high schools and large population that would attract the demographics the Guard is looking for as a Recruiting Office.
 - The South Carolina Army National Guard prefers not to be located close to any other Armed Forces Recruiting Offices.
 - Prefer accessibility to I-85 and I-385.
- Expected occupancy date: May 1, 2018
- Total space needed is approximately 1,600 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and to include common area factor (%).
- Ideal set up should include, but is not limited to:
 - 6 private offices for professional staff of approximately 120 square feet each
 - 1 waiting area, to accommodate up to 4 to 6 people at a time of approximately 100 square feet
 - 1 medium storage room approximately 180 square feet
 - 1 beverage alcove area of approximately 24 square feet
 - 1 print alcove area approximately 40 square feet
 - 2 restrooms/locker rooms with showers approximately 150 square feet each



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- The agency will provide and install portable ballistic panels in the storefront to provide Anti-Terrorism/Force Protection measures for Guard employees, applicants and family members.
- Special signage outside the premises is eye catching window wraps to attract recruit's attention. The agency will provide and install window wraps.
- 1 National Guard neon light sign for front visibility, a second for side if applicable to structure.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Facility must be climate controlled for agency access 24/7.
- 10 parking spaces are required.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5 year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- Proposals must be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.

MINIMUM STATE REQUIREMENTS

Standard State lease must be used – a copy is available on our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.

- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by Real Property Services by **4:00 PM, April 5, 2018.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).



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- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with The South Carolina Military Department – Office of the Adjutant General. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, SUITE 460
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-7178
EMAIL: gary.anderson@admin.sc.gov

